

1000 ADMINISTRATIVE DEPARTMENT

Class Title: **Parks Director**
Class Code: **1013**
Pay Grade: **Exempt (Salary)**

Characteristics of the Class: Under general direction, employee will administer and manage parks and recreational programs, and serve as liaison between all sports associations' representatives and civic organizations.

Essential Job Functions: Employee will manage all fields; develop and implement new and existing programs; assist and coordinate new facilities; organize and schedule games and special events; oversee maintenance of facilities and concessions; prepare, submit and implement department budget; coordinate long range planning and development of parks, facilities, and programs; respond to public inquiries, investigate and resolve disputes.

Required Knowledge, Skills, and Abilities: Employee must have considerable knowledge of objectives and activities in recreation and parks administration; knowledge of the principles and methods used in organizing and directing recreation activities, knowledge of first aid/CPR methods and necessary safety precautions used in recreation work.

Acceptable Experience and Training: Employee must have a high school diploma or GED with some computer skill, a valid Kentucky driver's license, proven management and organizational skills, and the ability to meet and deal effectively with others. Employee may be expected to provide own insured vehicle for on the job transportation needs, with expenses to be reimbursed by local government.